

GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!TM, a menu-driven database system. The INTERNET address for GSA Advantage!TM is: <http://www.GSAAdvantage.gov>.

Federal Supply Group: MAS

Schedule Title: Multiple Award Schedule

PSC: U006, R704, V122, R706, R408

Contract No.: GS-00F-150CA

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>

Contract Period: May 28, 2015 thru May 27, 2020

Contractor: Allen Corporation Of America, Inc.
10400 Eaton Place, Suite 450
Fairfax, VA 22030 2208

Telephone: (571) 321/1610

Extension:

FAX Number: (571) 321/1662

Web Site: www.allencorporation.com

E-mail: wcline@allencorporation.com

Contract Administration: Will Cline

Business Size: Large Business

Modification Number: A812 **Effective Date:** March 24, 2020

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

SIN	Recovery	SIN Description
611430	611430RC	Professional and Management Development Training
541614SVC	541614SVCRC	Supply and Value Chain Management
541614	541614RC	Deployment, Distribution and Transportation Logistics Services
561210FS	561210FSRC	Facilities Support Services
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
OLM	OLM RC	Order Level Material

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. n/a

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. See labor rates below

2. Maximum Order: OLM: \$250,000; All other SINs \$1,000,000.00

3. Minimum Order: \$100.00

4. Geographic Coverage (delivery Area): Domestic only: 48 States and DC

5. Point(s) of production (city, county, and state or foreign country): Same as company address

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted)

7. Quantity discounts: None Offered

8. Prompt payment terms: 0.5%, 10 Days, Net 30 days Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: will accept over \$3,000

10. Foreign items (list items by country of origin): None

11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order

11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

- 11d. Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
- 12. F.O.B Points(s):** Destination
- 13a. Ordering Address(es):** Same as Contractor
- 13b. Ordering procedures:** Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 14. Payment address(es):** Same as company address
- 15. Warranty provision.:** Contractor’s standard commercial warranty.
- 16. Export Packing Charges (if applicable):** N/A
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
- 18. Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 19. Terms and conditions of installation (if applicable):** N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. Terms and conditions for any other services (if applicable):** N/A
- 21. List of service and distribution points (if applicable):** N/A
- 22. List of participating dealers (if applicable):** N/A
- 23. Preventive maintenance (if applicable):** N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at:** www.Section508.gov/.
- 25. Data Universal Numbering System (DUNS) number:** 007102168
- 26. Notification regarding registration in the System for Award Management (SAM) database:** Registered

GSA AWARDED LABOR CATEGORIES AND RATES

**Rates are inclusive of IFF
Annual escalation is 1.5%**

SINs	Labor Category	Min Edu	Min Exp	Contractor or Customer Site	Base Period				
					Year 1	Year 2	Year 3	Year 4	Year 5
541614SVC, 541614, 611430, 561210FS	Program Manager	Bachelors	15	Contractor Site	\$138.32	\$140.39	\$142.50	\$144.64	\$146.81
541614SVC, 541614, 611430, 561210FS	Administrative Spec II	High School	5	Contractor Site	\$45.02	\$45.70	\$46.38	\$47.08	\$47.79
541614SVC, 541614, 611430, 561210FS	Functional Analyst III	Bachelors	10	Contractor Site	\$87.58	\$88.90	\$90.23	\$91.59	\$92.96
541614SVC, 541614, 611430, 561210FS	Functional Analyst II	Bachelors	7	Contractor Site	\$80.55	\$81.76	\$82.99	\$84.23	\$85.50
541614SVC, 541614, 611430, 561210FS	Functional Analyst I	Bachelors	4	Contractor Site	\$58.51	\$59.39	\$60.28	\$61.19	\$62.10
541614SVC, 541614, 611430, 561210FS	Logistics Management Specialist III	Bachelors	10	Contractor Site	\$95.92	\$97.35	\$98.81	\$100.30	\$101.80
541614SVC, 541614, 611430, 561210FS	Logistics Management Specialist II	Bachelors	5	Contractor Site	\$64.33	\$65.30	\$66.28	\$67.27	\$68.28
541614SVC, 541614, 611430,5612 10FS	Logistics Management Specialist I	Bachelors	3	Contractor Site	\$58.51	\$59.39	\$60.28	\$61.19	\$62.10
541614SVC, 541614, 611430, 561210FS	Property Book Technician	Associates	7	Contractor Site	\$52.57	\$53.36	\$54.16	\$54.97	\$55.80
541614SVC, 541614, 611430, 561210FS	Supply Technician	High School	3	Contractor Site	\$35.19	\$35.72	\$36.26	\$36.80	\$37.35
541614SVC, 541614, 611430, 561210FS	Document Preparation Clerk	High School	3	Contractor Site	\$24.17	\$24.53	\$24.90	\$25.28	\$25.65
541614SVC, 541614, 611430, 561210FS	Property Book Administrator	Bachelors	5	Contractor Site	\$67.90	\$68.92	\$69.96	\$71.01	\$72.07
541611 & 611430	Program Manager	Bachelors	15	Contractor Site	\$140.26	\$142.37	\$144.50	\$146.67	\$148.87
541611 & 611430	Project Manager I	Bachelors	7	Contractor Site	\$53.59	\$54.40	\$55.21	\$56.04	\$56.88
541611 & 611430	Project Manager II	Bachelors	15	Contractor Site	\$85.27	\$86.55	\$87.85	\$89.17	\$90.50
541611 & 611430	Quality Assurance Specialist	Bachelors	6	Contractor Site	\$75.32	\$76.45	\$77.60	\$78.76	\$79.95
611430	Flight Instructor (Pilot) **	Bachelors	3	Contractor Site	\$92.51	\$93.89	\$95.30	\$96.73	\$98.18
611430	Instructor **	Bachelors	2	Contractor Site	\$53.28	\$54.08	\$54.89	\$55.71	\$56.55

SINs	Labor Category	Min Edu	Min Exp	Contractor or Customer Site	Base Period				
					Year 1	Year 2	Year 3	Year 4	Year 5
541611 & 611430	Graphics Designer **	None	5	Contractor Site	\$54.81	\$55.63	\$56.47	\$57.31	\$58.17
611430	Sr. Instructional Systems Designer	Masters	10	Contractor Site	\$91.90	\$93.28	\$94.68	\$96.10	\$97.54
611430	Instructional Systems Designer	Bachelors	3	Contractor Site	\$55.95	\$56.79	\$57.64	\$58.50	\$59.38
541611 & 611430	Subject Matter Expert (SME)	Bachelors	2	Contractor Site	\$160.23	\$162.64	\$165.07	\$167.55	\$170.06
541611 & 611430	Sr. Analyst	Bachelors	8	Contractor Site	\$88.83	\$90.17	\$91.52	\$92.89	\$94.28
541611 & 611430	Analyst	Bachelors	2	Contractor Site	\$81.69	\$82.91	\$84.16	\$85.42	\$86.70
611430	Consultant I	Bachelors	3	Contractor Site	\$126.60	\$128.50	\$130.43	\$132.38	\$134.37
611430	Consultant II	Masters	10	Contractor Site	\$173.76	\$176.36	\$179.01	\$181.69	\$184.42
611430	Consultant III	Masters	15	Contractor Site	\$191.11	\$193.98	\$196.89	\$199.84	\$202.84
541614SVC, 541614, 611430, 561210FS	Program Manager	Bachelors	15	Customer Site	\$119.23	\$121.02	\$122.83	\$124.67	\$126.54
541614SVC, 541614, 611430, 561210FS	Administrative Spec II	High School	5	Customer Site	\$38.81	\$39.39	\$39.99	\$40.59	\$41.19
541614SVC, 541614, 611430, 561210FS	Functional Analyst III	Bachelors	10	Customer Site	\$75.50	\$76.64	\$77.79	\$78.95	\$80.14
541614SVC, 541614, 611430,5612 10FS	Functional Analyst II	Bachelors	7	Customer Site	\$69.44	\$70.49	\$71.54	\$72.62	\$73.71
541614SVC, 541614, 611430, 561210FS	Functional Analyst I	Bachelors	4	Customer Site	\$50.44	\$51.20	\$51.97	\$52.75	\$53.54
541614SVC, 541614, 611430,5612 10FS	Logistics Management Specialist III	Bachelors	10	Customer Site	\$82.69	\$83.94	\$85.19	\$86.47	\$87.77
541614SVC, 541614, 611430, 561210FS	Logistics Management Specialist II	Bachelors	5	Customer Site	\$55.45	\$56.28	\$57.13	\$57.99	\$58.86
541614SVC, 541614, 611430,5612 10FS	Logistics Management Specialist I	Bachelors	3	Customer Site	\$50.44	\$51.20	\$51.97	\$52.75	\$53.54
541614SVC, 541614, 611430, 561210FS	Property Book Technician	Associates	7	Customer Site	\$45.32	\$46.00	\$46.69	\$47.39	\$48.10
541614SVC, 541614, 611430, 561210FS	Supply Technician	High School	3	Customer Site	\$30.34	\$30.80	\$31.26	\$31.73	\$32.20
541614SVC, 541614, 611430, 561210FS	Document Preparation Clerk	High School	3	Customer Site	\$20.84	\$21.15	\$21.47	\$21.79	\$22.12
541614SVC, 541614, 611430, 561210FS	Property Book Administrator	Bachelors	5	Customer Site	\$58.06	\$58.93	\$59.82	\$60.72	\$61.63

Service Contract Act (SCA) Matrix

SCA Eligible Labor Category	SCA Equivalent Title	SCA Equivalent Code	Wage Determination No
Property Book Technician	Computer Systems Analyst III	14103	2005-2103
Supply Technician	Supply Technician	01410	2005-2103
Document Preparation Clerk	Document Preparation Clerk	01070	2005-2103
Flight Instructor	Flight Instructor Pilot	15070	2005-2103
Instructor	Technical Instructor	15090	2005-2103
Graphics Designer	Graphics Designer	15080	2005-2103

The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated (**) SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

LABOR CATEGORY DESCRIPTORS

CATEGORIES AWARDED UNDER SINS 541614SVC, 541614, 611430, and 561210FS

Commercial Job Title: Program Manager

Minimum/General Experience: Fifteen years of experience managing projects, contracts, funds, personnel and resources.

Functional Responsibilities: Duties may include contract management, large project management, and interface with the customer. The program manager must be capable of planning, directing, and coordinating the work of technical personnel including requirement determination, system/program specification, system/program design-analysis, documentation, conversion, training, and installation/extension. This person is responsible for implementing a quality assurance program to ensure that services and products conform to applicable standards and Government regulations. The Program Manager is responsible for the coordination and completion of projects. Oversees all aspects of projects, sets deadlines, assigns responsibilities, and tracks progress of project. Prepares reports regarding status of project. Leads and directs the work of others. A wide degree of creativity and flexibility is expected. Typically reports to a head of a unit/department.

Minimum Education: Requires a bachelor's degree.

Equivalencies: An associate's degree plus two years of additional experience above the minimum experience requirement may be substituted for the required bachelor's degree (i.e. associate's degree plus 17 years of experience managing projects, contracts, funds, personnel and resources).

Commercial Job Title: Administrative Specialist II

Minimum/General Experience: Five years of office and/or clerical work experience performing diversified clerical, administrative, and general office duties of a highly important and confidential nature for managers and staff.

Functional Responsibilities: This position requires knowledge of applicable policies, organization, and a high level skill in using office automation tools, including data storage and retrieval, word processing and graphics. The administrative specialist II communicates and/or coordinates instructions with various individuals and departments; furnishes and obtains information from multiple sources; organizes and maintains files of correspondence and records; follows up on pending matters; acts as a receptionist to screen telephone calls, letters, and visitors, answer routine questions, and furnish information; schedules appointments, coordinates arrangements for meetings and conferences; answers routine correspondence not requiring the manager's attention; prepares special reports, and gathers and summarizes data; organizes and expedites workflow through the manager's office; and initiates follow-up action. This person may provide supervision, training, and guidance to lower level administrative assistants.

Minimum Education: Requires a high school diploma.

Equivalencies: N/A.

Commercial Job Title: Functional Analyst III

Minimum/General Experience: Ten years of experience is required, five of which must be specialized. Specialized experience required includes providing functional knowledge of task-order specific requirements or developing functional requirements for complex systems. Works independently or with only general direction.

Functional Responsibilities: The senior functional analyst performs advanced and complex systematic analysis to support the design and application of systems or models. This person participates in various testing functions to verify that results are correct. This person develops and updates functional or operating manuals; trains clients or user personnel in the operation and capabilities of proposed systems and models; provides functional guidance on more complex projects; and may supervise and provide technical direction to lower level functional and data analysts.

Minimum Education: Requires a bachelor's degree.

Equivalencies: An associate's degree plus an additional two years of specialized experience defined above may substitute for the required bachelor's degree (i.e. Associate's degree plus 10 years of experience, seven of which must be specialized in providing functional knowledge of task-order specific requirements or developing functional requirements for complex systems).

Commercial Job Title: Functional Analyst II

Minimum/General Experience: Seven years of experience is required, three of which must be specialized including developing functional requirements and data elements for complex systems. Works independently or with only general direction.

Functional Responsibilities: The functional analyst recommends improvements or modifications in sequence of operations, equipment utilization, and related matters. This person examines and analyzes current and contemplated operations for developing, defining, and coordinating user requirements that will satisfy the total program need. This person translates user requirements into system specifications, data management plans, configuration management plans, and life cycle management documentation; integrated logistics support plans, and related operational summaries. The functional analyst assists in the design, development, analysis, testing, and maintenance of logical and physical databases; writes specification manuals and user documentation for client or user personnel; gathers information from users, defines work problems, and designs a system and procedures to resolve problems.

Minimum Education: Requires a bachelor's degree.

Equivalencies: An associate's degree plus an additional two years of specialized experience defined above may substitute for the required bachelor's degree (i.e. associate's degree plus seven years of experience, five of which must be specialized including providing developing functional requirements and data elements for complex systems).

Commercial Job Title: Functional Analyst I

Minimum/General Experience: Four years of experience of which one year must be specialized including developing functional requirements and data elements for complex systems. Works independently or with only general direction.

Functional Responsibilities: The junior functional analyst recommends improvements or modifications in sequence of operations, equipment utilization, and related matters. This person examines and analyzes current and contemplated operations for developing, defining, and coordinating user requirements that will satisfy the total program need; translates user requirements into system specifications, data management plans, configuration management plans, life cycle management documentation, integrated logistics support plans, and related operational

summaries; assists in the design, development, analysis, testing and maintenance of logical and physical databases; writes specification manuals and user documentation for client or user personnel, and gathers information from users, defines work problems, and designs a system and procedures to resolve problems.

Minimum Education: Requires a bachelor's degree.

Equivalencies: An associate's degree plus an additional two years of specialized experience defined above may substitute for the required bachelor's degree (i.e. associate's degree plus four years of experience, three of which must be specialized including development of functional requirements and data elements for complex systems).

Commercial Job Title: Logistics Management Specialist III

Minimum/General Experience: Ten years of experience performing supply management functions in an automated logistics management environment.

Functional Responsibilities: Duties may include providing technical and administrative direction for personnel performing supply management and logistics automation functions, and performing supply management functions in an automated logistics environment. Enhances product workflow by analyzing and developing logistics plans that affect production, distribution, and inventory. Creates and reviews procedures for distribution and inventory management to maximize customer satisfaction and minimize cost. Must be familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May report to an executive or a manager. A wide degree of creativity and flexibility is expected.

Minimum Education: Requires a bachelor's degree.

Equivalencies: An associate's degree plus two years of additional experience above the minimum experience requirement may be substituted for the required bachelor's degree (i.e. associate's degree plus 12 Years of experience performing supply management functions in an automated logistics management environment).

Commercial Job Title: Logistics Management Specialist II

Minimum/General Experience: Five years of experience performing supply management functions in an automated logistics management environment.

Functional Responsibilities: Duties may include providing technical and administrative direction for personnel performing logistics automation functions, and performing supply management functions in an automated logistics environment. Enhances product workflow by analyzing and developing logistics plans that affect production, distribution, and inventory. Creates and reviews procedures for distribution and inventory management to maximize customer satisfaction and minimize cost. Familiar with standard concepts, practices, and procedures within a particular field. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and flexibility is required.

Minimum Education: Requires a bachelor's degree.

Equivalencies: An associate's degree plus two years of additional experience above the minimum experience requirement may be substituted for the required bachelor's degree (i.e. associate's degree plus seven years of experience performing supply management functions in an automated logistics management environment).

Commercial Job Title: Logistics Management Specialist I

Minimum/General Experience: Three years of experience including, performing supply management functions in an automated logistics management environment.

Functional Responsibilities: Duties may include providing technical and administrative direction for personnel performing logistics automation functions, and performing supply management functions in an automated logistics environment. Enhances product workflow by analyzing and developing logistics plans that affect production, distribution, and inventory. Creates and reviews procedures for distribution and inventory management to maximize customer satisfaction and minimize cost. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under direct supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Minimum Education: Requires a bachelor's degree.

Equivalencies: An associate's degree plus two years of additional experience above the minimum experience requirement may be substituted for the required bachelor's degree (i.e. associate's degree plus five years of experience performing supply management functions in an automated logistics management environment).

Commercial Job Title: Property Book Technician

Minimum/General Experience: Seven years of experience performing duties involving request, storage, issue, accountability, and preservation of accountable supplies and equipment.

Functional Responsibilities: Assists supply personnel in establishing supply and inventory control management functions and maintaining property automated systems such as PBUSE and DPAS. Provides technical assistance to equipment records and parts supply personnel. Analyzes statistical data and reports to determine trends, conformance to standards and directives, and to assess the efficiency of operations. Coordinates logistical activities with other staff elements i.e. (supply, services and motor transport services). Assists in development and preparation of operations information. Inspects completed work for accuracy and compliance with established regulatory requirements. Ensures that the equipment and components listed in the TOE, MTOE, TDA, CTA, JTA and TM are on hand and available. Using ULLS S-4 or PBUSE to update component list confirm that listings are current and correct by performing a random check. Ensure that the property book system is annotated with the serial number, USA number, and the UIC of the unit. Using data from the PBUSE hand receipt and data from the SC, TM, component listings (CL). Identify and report supply constraints in accordance with AR 710-2 and AR 725-50. Ensure property book allowances are reconciled with authorization documents and that these equipment authorization documents are loaded with the requisition validation system (REQVAL). Use AR 710-2, ULLS-S4 and PBUSE to request and receive supplies. Assist in the enforcement of command and supervisory responsibilities for the care, use and safekeeping of Government Property.

Minimum Education: Requires an associates's degree.

Equivalencies: None

Commercial Job Title: Supply Technician

Minimum/General Experience: Three years of experience is required.

Functional Responsibilities: Maintains material requirements lists, inventories, bench stock (expendable items), critical items lists, receipts, storage and issue records. , Coordinates, processes and expedites supply transactions. Determines local and vendor repair capabilities for rebuilding and overhaul of components and accessories. Determines and forecasts material requirements, and establishes minimum stock levels. Provides liaison with the

customer supply activities. Determines methods of storage, identification and stock location, considering temperature, humidity, height and weight limits, turnover, floor loading capacities, and required space. Prepares documentation necessary for turn-in or repair of repairable components. Possesses a good working knowledge of Army, Navy, and Air force supply systems, policies, methods, and technical publications and is familiar with manual and mechanical methods of supply administration.

Minimum Education: A high school diploma is required.

Equivalencies: None.

Commercial Job Title: Document Preparation Clerk

Minimum/General Experience: Three years of experience performing clerical duties involving request, storage, issue, accountability, and preservation of individual, organizational, installation, and expendable supplies and equipment.

Functional Responsibilities: The Document Preparation Clerk assists supply personnel in establishing supply and inventory control management functions and maintaining property under automated system such as PBUSE and DPAS. , Provides technical assistance to equipment records and parts supply personnel. Performs duties involving request, storage, issue, accountability, and preservation of individual, organizational, installation, and expendable supplies and equipment. Coordinates logistical activities with other staff elements i.e. (supply, services and motor transport services). Assists in development and preparation of operations information. Inspects completed work for accuracy and compliance with established regulatory requirements. Ensures that the equipment and components listed in the TOE, MTOE, TDA, CTA, JTA and TM are on hand and available. Using ULLS S-4 or PBUSE to update component list, confirms that listings are current and correct by performing a random check. Ensures that the property book system is annotated with the serial number, USA number, and the UIC of the unit. Identifies and reports supply constraints in accordance with AR 710-2 and AR 725-50. Ensures property book allowances are reconciled with authorization documents and that these equipment authorization documents are loaded with the requisition system (REQVAL). Uses AR 710-2, ULLS-S4 and PBUSE to request and receive supplies. Assists in the enforcement of command and supervisory responsibilities for the care, use and safekeeping of Government Property.

Minimum Education: A high school diploma is required.

Equivalencies: None.

Commercial Job Title: Property Book Administrator

Minimum/General Experience: Five years of experience performing supply management functions in an automated logistics management environment.

Functional Responsibilities: The Property Book Administrator (PBA) performs duties involving request, storage, issue, accountability, and preservation of individual, organizational, installation, and expendable supplies and equipment. They assist Supply Personnel in establishing supply and inventory control management functions. They maintain property under standard property book system redesign (SPBS-R) and provide technical assistance to equipment records and parts supply personnel.

This person analyzes statistical data and reports to determine trends, conformance to standard and directives and efficiency of operations. They coordinate logistical activities with other staff elements i.e. (supply, services and motor transport services). The PBA assists in development and preparation of operations information and ensures that the equipment and components listed in the TOE, MTOE, TDA, CTA, JTA and TM are on hand and available.

Using data from the SPBS-R hand receipt and data from the SC, TM, component listings (CL) the PBA will ensure that the property book system is annotated with the serial number, USA number, and the UIC of the unit. The PBA will also ensure property book allowances are reconciled with authorization documents and that these equipment authorization documents are loaded with the requisition system (RECVAL)

The PBA uses AR 710-2, ULLS-S4 and SPBS-R to request and receive supplies.

The PBA assists in the enforcement of command and supervisory responsibilities for the care, use and safekeeping of Government Property.

Minimum Education: Requires a bachelor's degree.

Equivalencies: An associate's degree plus two years of additional experience above the minimum experience requirement may be substituted for the required bachelor's degree (i.e. associate's degree plus seven years of experience performing supply management functions in an automated logistics management environment).

CATEGORIES AWARDED UNDER SINs 611430 and 541611

Labor Category	611430	541611
<p>Commercial Job Title: Program Manager</p> <p>Minimum/General Experience: Fifteen years of experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, progressive experience in managing projects, contracts, funds, and resources (including personnel).</p> <p>Functional Responsibilities: Duties may include contract management, large project management, and interface with the customer. The program manager must be capable of planning, directing, and coordinating the work of technical personnel including requirement determination, system/program specification, system/program design-analysis, documentation, conversion, and training.</p> <p>Minimum Education: Requires a bachelor's degree.</p> <p>Equivalencies: An additional two years of specialized experience may be substituted for the required Bachelor's degree.</p>	X	X
<p>Commercial Job Title: Project Manager I</p> <p>Minimum/General Experience: Seven years of experience. Relevant experience includes, but is not limited to, progressive functional software development experience and management of contracts.</p> <p>Functional Responsibilities: Primary responsibilities are managing functional and technical projects and serving as the focal point for questions about projects. Included in these responsibilities are: formulating statements of management and business problems and devising solutions to the problems; and evaluating proposed automated information systems to determine feasibility and costs. May work independently or under supervision.</p> <p>Minimum Education: Requires a Bachelor's degree and seven years of experience (or equivalent combination of education and experience).</p> <p>Equivalencies: An additional two years of specialized experience may be substituted for the required Bachelor's degree.</p>	X	X
<p>Commercial Job Title: Project Manager II</p> <p>Minimum/General Experience: Fifteen years of experience. Relevant experience includes, but is not limited to, progressive functional software development experience and management of contracts.</p> <p>Functional Responsibilities: Primary responsibilities are managing functional and technical projects and serving as the focal point for questions about projects. Included in these responsibilities are;; formulating statements of management and business problems and devising solutions to the problems; evaluating proposed automated information systems to determine feasibility and costs; and managing a team to successfully accomplish the project. May work independently and/or will supervise project team including a Project Manager I.</p> <p>Minimum Education: Requires a Bachelor's degree.</p> <p>Equivalencies: Master's Degree and ten years relevant experience.</p>	X	X

Labor Category	611430	541611
<p>Commercial Job Title: Quality Assurance Specialist</p> <p>Minimum/General Experience: Six years of experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, configuration management, software testing, application of metrics to software quality assessment, and team leader responsibilities.</p> <p>Functional Responsibilities: Responsible for providing technical and administrative direction for personnel performing production tasks, including the review of work products for correctness, adherence to the design concept and user standards, and ensuring that a high level of quality is maintained. Duties also include coordinating with the project manager and/or quality assurance manager to ensure problem solution and user satisfaction.</p> <p>Minimum Education: Requires a Bachelor's degree in computer science, information systems or a related field.</p> <p>Equivalencies: An additional two years of specialized experience may be substituted for the required Bachelor's degree.</p>	X	X
<p>Commercial job title: Flight Instructor (Pilot)</p> <p>Minimum Experience: 5 years.</p> <p>The Flight Instructor provides individual flight, and ground instructions to military, civilian or international student pilots in a highly structured training environment. Flight instruction may be performed in a high performance aerobatic aircraft with students who have limited or no previous flight experience. Instruction is based on highly structured syllabus of instruction. Instructors must be able to tailor instruction to students' individual progress and previous qualifications. Instructors must be skilled in providing instructions limited by daily flight schedule. This person maintains training folders that accurately reflect student performance and progress, documents student deficiencies and suggests corrective actions, and motivates students having problems with performance or adaptation to the flight environment. Instructors may also be required to qualify as an observer, monitoring aircraft in the traffic pattern and providing aircraft clearance information to maintain safe and efficient traffic flow. Instructors may also be required to qualify as an area controller who assigns areas to and monitors aircraft in the local training areas, including providing for aircraft separation for arriving and departing aircraft.</p> <p>Minimum Education: None</p>	X	
<p>Commercial Job Title: Instructor</p> <p>Minimum/General Experience: Two years of experience (or equivalent combination of education and experience).</p> <p>Functional Responsibilities: Duties may include training and development preparation of user and technical documentation and training</p>	X	

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<p>course materials.</p> <p>Minimum Education: Requires a Bachelor's degree.</p> <p>Equivalencies: Two additional years of specialized experience may substitute for bachelor's degree.</p>		
<p>Commercial Job Title: Graphics Designer</p> <p>Minimum/General Experience: Minimum of five years of experience as a draftsman/illustrator preparing graphic presentations of objects, facts, or ideas that require artistic ability. Must have demonstrated the ability to produce charts, maps, diagrams, posters, etc. using state-of-the-art graphics tools.</p> <p>Functional Responsibilities: This person is responsible for the production of line drawings, exploded views of equipment, and similar kinds of drawings required in the preparation of manuals, briefings, and displays. This person may be responsible for determining the most effective type of graphics display to use in a particular situation.</p> <p>Minimum Education: None.</p> <p>Equivalencies: None.</p>	X	X
<p>Commercial Job Title: Senior Instructional System Designer</p> <p>Minimum/General Experience: A minimum of ten years of experience developing training solutions using the ISD methodology. Possess a working knowledge of computer- and web-based development tools to include HTML, Dreamweaver, Flash, Captivate and other software packages.</p> <p>Functional Responsibilities: Conducts analysis: needs analysis, job/task analysis, front-end analysis. Develops design plans for paper, IVT, video, CBT, and WBT that include developing learning objectives, determining functionality and navigation strategies, documenting minimum technical specifications (user and client), determining learning strategies and content flow, determining testing/evaluation requirements and interactivity, and planning the CMI functionality. Develops instructor and participant guides, scripts, and storyboards to include content and theme, defines all media elements (graphics, animations, video, audio), and explains programming requirements. Write narration scripts and plans music/sound effects. Confers with SMEs. May work independently or under supervision from a Program/Project Manager.</p> <p>Minimum Education: Master's Degree in Education, Adult Learning or Instructional Design, or related field.</p> <p>Equivalencies: None</p>	X	
<p>Commercial Job Title: Instructional System Designer</p> <p>Minimum/General Experience: A minimum of three years of experience developing training solutions using the ISD methodology. Possess a working knowledge of computer- and web-based development tools to include HTML, Dreamweaver, Flash, Captivate and other software packages.</p> <p>Functional Responsibilities: Conducts analysis: needs analysis, job/task</p>	X	

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<p>analysis, front-end analysis. Assist in developing design plans for paper, IVT, video, CBT, and WBT that include developing learning objectives, determining functionality and navigation strategies, documenting minimum technical specifications (user and client), determining learning strategies and content flow, determining testing/evaluation requirements and interactivity, and planning the CMI functionality. Develops instructor and participant guides, scripts, and storyboards to include content and theme, defines all media elements (graphics, animations, video, audio), and explains programming requirements. Write narration scripts and plans music/sound effects. Generally works under supervision of a Senior Instructional System Designer or a Program/Project Manager. Minimum Education: Bachelor's Degree in Education, Adult Learning or Instructional Design, or related field. Equivalencies: None</p>		
<p>Commercial Job Title: Subject Matter Expert</p> <p>Minimum/General Experience: Expert with significant knowledge and expertise in a content or consulting area with a minimum of two years experience. Functional Responsibilities: Provides specialized functional knowledge and expertise to project teams to ensure all products and services meet or exceed customer requirements. Minimum Education: None</p>	X	X
<p>Commercial Job Title: Senior Analyst</p> <p>Minimum/General Experience: Eight years of experience in conducting research, conducting literature reviews. Organizing and archiving information in databases for statistical analysis, conducting interviews and focus groups, developing data analysis files by coding data and creating new variables, and writing analytical reports. Experience with information management software packages such as SAS, SPSS, or Microsoft Access, and/or Visio. Functional Responsibilities: Conducts appropriate statistical analysis. Confers with client Subject Matter Experts (SMEs). Performs other duties as assigned. Oversees and/or guides the efforts of others performing similar functions. Minimum Education: Bachelor's degree in Psychology, Education, or other social science, plus eight or more years of experience conducting research. Equivalencies: None</p>	X	X
<p>Commercial Job Title: Analyst</p> <p>Minimum/General Experience: Two years experience in conducting research, conducting literature reviews. Organizing and archiving information in databases for statistical analysis, conducting interviews and focus groups, developing data analysis files by coding data and creating new variables, and writing analytical reports. Experience with information</p>	X	X

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<p>management software packages such as SAS, SPSS, or Microsoft Access, and/or Visio.</p> <p>Functional Responsibilities: Conducts appropriate statistical analysis. Confers with client Subject Matter Experts (SMEs). Performs other duties as assigned. Generally works under the supervision of a Senior Analyst or Program/Project Manager.</p> <p>Minimum Education: Bachelor's degree in Psychology, Education, or other social science, plus two or more years of experience conducting research.</p> <p>Equivalencies: None</p>		
<p>Commercial Job Title: Consultant I</p> <p>Minimum/General Experience: Three years of experience providing expert advice, assistance, guidance or counseling to support organization business functions.</p> <p>Functional Responsibilities: Assists in management or strategy consulting. Assists with program planning, audits, and evaluations. Assists in performing studies, analyses, scenarios, and reports relating to an agency's mission-oriented business programs or initiatives, such as defense studies, tabletop exercises or scenario simulations, educational studies, regulatory or policy studies, health care studies, economic studies, and preparedness studies. Assist in performing Executive/management coaching services. Assist in providing customized business training as needed to successfully perform/complete a consulting engagement. Performs policy and regulation development assistance. Provides advisory and assistance services in accordance with FAR 37.203. Generally works under supervision of a Consultant II/III and/or Program/Project Manager.</p> <p>Minimum Education: Bachelor's Degree</p> <p>Equivalencies: None</p>	X	
<p>Commercial Job Title: Consultant II</p> <p>Minimum/General Experience: Minimum of ten years of experience providing expert advice, assistance, guidance or counseling to support organization business functions.</p> <p>Functional Responsibilities: Provides management or strategy consulting. Provides Program planning, audits, and evaluations. Studies, analyses, scenarios, and reports relating to an agency's mission-oriented business programs or initiatives, such as defense studies, tabletop exercises or scenario simulations, educational studies, regulatory or policy studies, health care studies, economic studies, and preparedness studies. Performs executive/management coaching services and customized business training as needed to successfully perform/complete a consulting engagement. Provides policy and regulation development assistance. Provides Expert Witness services in support of litigation, claims, or other formal cases. Provides advisory and assistance services in accordance with FAR 37.203. May work independently or under supervision of a Consultant III and/or Program/Project Manager.</p>	X	

Labor Category	611430	541611
Minimum Education: Master's Degree Equivalencies: None		
Commercial Job Title: Consultant III Minimum/General Experience: Fifteen years of experience providing expert advice, assistance, guidance or counseling to support organization business functions. Functional Responsibilities: Provides management or strategy consulting. Provides Program planning, audits, and evaluations. Studies, analyses, scenarios, and reports relating to an agency's mission-oriented business programs or initiatives, such as defense studies, tabletop exercises or scenario simulations, educational studies, regulatory or policy studies, health care studies, economic studies, and preparedness studies. Provides executive/management coaching services and customized business training as needed to successfully perform/complete a consulting engagement. Provides policy and regulation development assistance. Performs Expert Witness services in support of litigation, claims, or other formal cases. Provides advisory and assistance services in accordance with FAR 37.203. Generally works independently but may work under the supervision of a Program Manager. Minimum Education: Master's Degree Equivalencies: None`	X	